

Minutes of the Pre-Proposal Conference

July 11, 2019

At the U.S. Embassy Lisbon, Portugal

19P05019Q0015

The meeting was called to order at 2.30 pm. The Public Affairs Officer chaired the meeting and started by welcoming all attendees. The meeting attendees and the Embassy Staff introduced themselves.

Todd Miyahira (Public Affairs Officer), Rami Shakra (Social Media Coordinator), Jose Gregório (Procurement Assistant).

Representatives of the following firms (Prospective Offerors) attended the meeting:

- WSA – Jose Diogo Lucena
Bernardo Villar
- Clorama
Teresa Andrade
Rui Santos
- Shortfuse
Ricardo Constantino
Fabio Francisco

The Procurement Assistant (PA) explained briefly the conference parameters and that all complex questions would have to be submitted in writing and would be answered subsequently. He also indicated that any changes to the solicitation would be done in the form of written amendments and will be sent to the prospective offerors and must be acknowledged in writing.

The PA informed all present that all the information regarding this solicitation will be available to all equally. It was also indicated that the solicitation and the whole contracting process is in accordance with United States Government regulations, i.e. Federal Acquisition Regulation (FAR), Department of State Acquisition Regulations (DOSAR) and the Office of the Procurement Executive.

All questions and the Embassy's official answers will be on a separate document entitled "Questions and Answers" and it will be posted on the Embassy's website.

The PA indicated that on the SF-1449 (cover page of the solicitation) blocks 17, 24 and 30a. and 30b. would have to be filled out by the offeror. Information required on Block 19-24 will be provided in Section 1 – The Schedule – III. Pricing.

The PA continued the meeting by referring to Section 2- Contract Clauses (Federal Acquisition Regulation FAR and Department of State Acquisition Regulation DOSAR). Some contract clauses are inserted by reference, other are in full on the solicitation. The clauses may be found online, at the Office of the Procurement Executive web page for additional information.

<https://usdos.sharepoint.com/sites/A-OPE/SitePages/OPEHome.aspx>

The PA referred to Section 3 – Solicitation Provisions that refer to the documents that need to be provided with the proposal. Failure to submit these documents may result in disqualification. In the event of minor documentation being omitted in your proposal we may contact you to request you to present those documents.

Quotations are due for submission on July 18, 2019 on or before 4:30pm. No late submissions will be accepted. The PS mentioned that statements made at the pre-proposal conference do not change the solicitation. As stated earlier in the meeting, all communication has to be in writing, if there are any additional questions, please make sure that they are put in writing and submitted by July 15, 2019, the answers will also be in writing and will be posted on the Embassy website.

The PA focused the importance placed by Department of State on issues related to Combating Human Traffic (FAR 52.222-50).

The Procurement Assistant continued to address the meeting by calling everyone's attention to Section 3, regarding the importance of registering in the SAM (<https://www.sam.gov/SAM/> System Award Management) registration, which has become mandatory for all contractors engaging in business with the US Government for contracts above thirty thousand US dollars.

The meeting was subsequently addressed to by Todd Miyahira (Public Affairs Officer PAO). The PAO referred that this video is a 7-10 minutes video about the Ambassador Residence renamed Casa Carlucci, after the former Ambassador to Portugal, the late Frank Carlucci. The video should contain an interview with Ambassador George Glass, present US Ambassador to Portugal. The video should contain also interviews with both American and Portuguese former employees of the Residence and/ or persons that worked for the US Embassy Lisbon.

The video should also contain historic footage either from the Portuguese or US film archives. PAO indicated that the US Embassy does not keep film archives related to the subject.

It was agreed and clarified during the meeting that proposals should contain the following options:

Option A – Price including research work and licenses application from RPT film and video archives/other sources. A temporary license should be obtained and all related fees be included in the price proposal.

Option B – Price excluding research and license from RTP film archive/ other sources.

Question: Where are the interview be taking place?

Answer: Casa Carlucci (The Ambassador's Residence). We have decided to set one day for Portuguese and another day for Americans.

“We will together on this project and will assist in script writing”, the PAO stated. He requested that the video should be in broadcast quality.

Question: Do you have a logo that we can use?

Answer: We will provide a logo and other related materials related with the Department of State images.

Question: The final editing would be done here in the Embassy or at our studio?

Answer: Depending on the progress of the work and time available, it may be done here. We will have to coordinate that closer to the date, the PAO stated.

Question: Who will be responsible to coordinate the interviews?

Answer: We will coordinate the interviews.

Questions: How you intend to present the video?

Answer: The video will be shown on TV large TV screens.

The PA, in her final remarks to the meeting attendees reminded everyone of the proposals due date, July 18, 2019 at 4:30pm and that any questions can be done in writing to LisbonProcure@state.gov and will be answered in writing.

The PA and PAO thanked all present. The meeting was adjourned at 15.30 am and attendees were escorted out of the Chancery.